

**WORKFORCE DEVELOPMENT BOARD  
YOUTH COMMITTEE MEETING**

Workforce Development Department Administration Office  
Workforce Development Board Conference Room  
290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California

**WEDNESDAY, MARCH 21, 2018 at 10:15 A.M.**

This agenda contains a brief description of each item of business to be considered at today's meeting. In accordance with the Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting on the Workforce Development Board website and on the official Workforce Development Board Bulletin Board outside of the Workforce Development Department Administration Office at 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92415. The agenda, its supporting documents and all writings received by the Board related to these items are public records and available for review during regular business hours at the WDD Administration Office at 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at [www.sbcounty.gov/workforce](http://www.sbcounty.gov/workforce). However, the online agenda may not include all available supporting documents nor the most current version of documents. Items listed on the Consent Calendar are expected to be routine and non-controversial and, unless the Board directs that an item be held for further discussion, the entire Consent Calendar will be acted upon as the first item of business on the Discussion Calendar.

Members of the public may address the Board on any item on the agenda and on any matter that is within the Board's jurisdiction. To address the Board regarding an item that is on the agenda, complete and submit the purple form entitled "Public Comment". These requests must be submitted to the Executive Secretary to the Board prior to the time the item is called for consideration or prior to the public comments section on the agenda. The Chair will call speakers forward to present their comments at the appropriate time.

**Conflict of Interest Advisement**

WDB members please be advised: If an item on the Agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last twelve months, or if approval or disapproval of an Agenda item would have a foreseeable material effect on an economic interest of you, your immediate family, or the entity you represent, **then please follow these procedures:**

*"When the Agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Board's consideration of the Agenda item."*

**AGENDA**

**10:15 A.M. CONVENE MEETING OF THE WORKFORCE DEVELOPMENT YOUTH COMMITTEE**

**OPENING**

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Introductions

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 5) Approve Minutes from January 17, 2018 Youth Committee Meeting

**PUBLIC COMMENT**

- 6) Comments from the General Public in Attendance

**PRESENTATION**

- 7) Thrive Nation Pilot

**REPORTS AND INFORMATION**

- 8) Youth Committee Program Year 2017-18 Strategic Action Goals Report – Career Pathways
- 9) Member Announcements
- 10) County Report

**ADJOURNMENT**

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In conformity with Government Code section 54957.5, any writing that is a public record, that relates to an item listed on the Agenda, and that will be distributed to all or a majority of the Board less than 72-hours prior to this meeting (or is distributed at this meeting), will be available for public inspection at the time the writing is distributed. This inspection may be made at the office of the Workforce Development Department, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California 92415, or during this meeting.

The Workforce Development Board meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Board meeting. The Board Secretary's telephone number is (909) 387-9862 and the office is located at 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California 92415. California Relay Service 711 This WIOA Title –I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.



**Workforce Development Board  
YOUTH COMMITTEE MEETING**

Workforce Development Board Conference Room  
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290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California

**WEDNESDAY, JANUARY 17, 2018 10:15 a.m.**

**MINUTES**

**Attendees:**

<b>Members</b>	<b>Present</b>
B.J. Patterson (Chair)	X
John Andrews	
Ken Boshart	X
*Andre Bossieux	X
Phil Cothran	X
*Lowell King	X
Dale Marsden	X
*Audrey Mathews	X
Tony Myrell	
Jon Novack	X
*Fernando Olivarez	X
William Sterling	X
*Hassan Webb	X
Jonathan Weldy	X

*\*Public Members*

<b>Staff to WDB</b>	<b>Present</b>
Devra Bell	X
Sandy Harmsen	X
Reg Javier	X
<b>WDD Staff</b>	<b>Present</b>
Coley Bowman	
Fred Burks	X
Curtis Compton	X
Miguel McQueen	X
Stephanie Murillo	X
Mariann Ruffolo	X
Janeth Tran	X

**OPENING**

- 1) **Chair called meeting to order** at 10:29 a.m.
- 2) **Pledge of Allegiance** led by Lowell King
- 3) **Adoption of Agenda**  
Chair called for a motion to adopt the agenda. Will Sterling motioned; Phil Cothran seconded. None opposed, motion carried.
- 4) **Introductions** were made.

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 5) **Approve Minutes from November 15, 2017**  
Chair called for a motion to approve the Minutes from November 15, 2017 Youth Committee Meeting. Jon Novack motioned; Lowell King seconded. None opposed; Motion carried.

**PUBLIC COMMENTS**

- 6) **Comments from the General Public in Attendance**  
No public comments presented.

**WORKSHOP**

- 7) **Entry and Middle Skill Infographics**  
Mariann Ruffolo led the workshop and shared handouts with the committee members. She noted that staff had attended the Youth Conference in Sacramento the prior week. One of the meetings discuss non-linear career pathways, which looks at data at a point in time, and shows where the youth started in their job and where they ended up at a designated point in time. Some data suggested that after five years, many people were still doing the same job, but information on which pathway (direction) they could go in their career was also provided. A discussion ensued regarding different career pathways provided in the slides and how those individuals may progress into other fields. It was noted that Youth who were provided with Customer Service training, learned skills, such as conflict resolution and communicating with others. Also discussed was the need to do a study in our specific area and report on the jobs needed and available.

## **REPORTS AND INFORMATION**

### **8) Strategic Action Goals Report – Career Pathways**

Mariann Ruffolo presented the report and stated that 15 Youth in the Medical Assisting program at Cajon High School have completed the Work Readiness Certificate with Valley College. They received a Career Readiness Certificate and soft skills training. Now that this training has been completed, they are currently working with Arrowhead Regional Medical Center and the Department of Public Health personnel to be matched up for a position.

### **9) Member Announcements**

There were no member announcements.

### **10) County Report**

Mariann Ruffolo provided updates regarding a job fair on 2/23/18; the Manufacturers' Summit will be hosted in Ontario on 2/15; Asset Mapping was released on 12/29/17; January is Poverty Awareness month and we partnered with Human Services for various activities; the AJCC MOU was executed and went into effect on 1/1/18 (Adult funding).

## **ADJOURNMENT**

Chair called for a motion to adjourn. Will Sterling motioned and Ken Boshart seconded. None opposed; motion carried.

Meeting adjourned at 11:13 a.m.

The next WDB Youth Committee meeting is scheduled for Wednesday, March 21, 2018 at 10:15 a.m. to be held at WDD Admin, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92401.

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Devra Bell – WDB Secretary